



## **BROUGHTON PRIMARY SCHOOL**

### **MINUTES OF THE FULL DIRECTORS MEETING HELD ON WEDNESDAY 05 October 2022 @ 18:00 VIA TEAMS**

**Present:**

Mrs G Wells	Dr C Bateman
Mrs A Jefferson	Mrs H Taylor
Mrs G Hannah	Mrs J Johnston
Mrs K Woodcock	Mr O Nichols
Mrs A Bewsher	

Mrs G Wells opened the meeting and introduced Mr Oliver Nichols who is our Link Governor with the Learning for Life Trust. Mr Nichols welcomed the Governing Board to the Trust and wished to put a face to the name as he will be visiting school from time to time. There were no questions and Mr O Nichols left the meeting at this point.

**1.1 Apologies**

Mr K Kirkup  
Mr P Graham  
Mr R Dobie  
Mr P French

**1.2 Declaration of Interests**

There were no declarations of interest.

**1.3 Minutes of the last meeting held on Wednesday 13 July 2022**

The Minutes were distributed prior to the meeting. Mrs A Jefferson proposed they were a true and accurate record of the meeting and this was seconded by Mrs A Bewsher. As the meeting was via TEAMS the Minutes will be signed by the Chair at the next meeting.

**1.4 Matters Arising**

**New Director** – Following discussion it was agreed to reply explaining the Governing Body is very much in a state of change at the present time and we will be back in touch if a space arises. Apologies will be made for the delay in replying.

**A: Mrs S Bryden**

**1.5 Correspondence/Business Interest Forms**

- ❖ **Governing Matters Magazine** – copy available on request.
- ❖ **Business Interest Register** – there were no changes.

**1.6 Subject Leader Presentation - English**

Mrs J Johnston, our Literacy Subject Leader, showed a Presentation on screen to the meeting which was found to be very informative and interesting. Mrs J Johnston explained at the present time we are focusing on reading and what we are doing to improve this. The meeting thanked Mrs J Johnston for all her hard work and Mrs A Bewsher thinks this will all have a positive impact on the children.

Mrs J Johnston left the meeting at this point.

**1.7 SIP – Strategic Intentions and Responsible Governors**

It was agreed to wait for Mrs K Woodcock before covering this item. Mrs K Woodcock was at another meeting and would be joining us as soon as possible.

**1.8 Internal Audit Timetable from Stephen Lester**

This had been distributed prior to the meeting for information. Mrs G Wells reported the Risk & Audit Committee are a 'Trust Committee' and each school doesn't need one. There were no questions.

**1.9 CIF Priorities**

Mrs A Bewsher reported this is a pot of money from the DfE that we can apply for to enable repairs to the school. We are desperate for a new roof. The bid we prepared last year still stands but we need new quotations to go with it. This is all in hand and the bid will be submitted in November.

**Q: How much will our contribution be?**

**R: The DfE will ask this and if we can make a contribution the better the chances of the bid being successful. We could offer £6000 maximum. We have limited resources on our own so we may be able to ask the Trust for the rest that is needed.**

**1.10 Teacher Pay Review**

Mrs G Wells went through the recommendations that were distributed prior to the meeting. Mrs A Bewsher explained that Miss K Lightfoot and Mrs E Barcock are not moving up this time as they are on the Upper Pay Scale. Main Scale teachers go up yearly but Upper Pay Scale go up every 2 years as they have more targets to meet. Mrs L Wynne has asked not to go up this time as she is now part time and doesn't want any extra responsibilities.

The pay scales were proposed by Dr C Bateman and this was seconded by Mrs G Hannah. The Governing Body were in agreement.

**A: Mrs S Bryden**

**1.11 Premises Maintenance Plan**

Mrs A Bewsher reported the Health & Safety and General Purposes Committee had looked at Fairfield's Premises Maintenance Plan and had agreed that we needed something comparable. It was agreed to start off with a basic plan on a spreadsheet and build it up as we go. We can then start adding dates etc. Health & Safety and General Purposes Committee members were absent from the meeting so Mrs A Bewsher will arrange a separate meeting with them to take this further. There were no questions.

**1.12 Headteacher's Report**

Mrs A Bewsher had prepared a Report that was distributed prior to the meeting and confirmed there had been no updates since the Report went out. There were no questions.

An SDO Report had not been prepared this time as it is too early in the year. Mrs H Taylor reported all classes were working well.

**1.13 Finance Update: End of Year Accounts**

Mrs G Wells reported. Going forward we won't have a Finance & Staffing Committee but all Governors will have access to financial information, log-ins are being created for all Governors. Mrs A Bewsher reported on the new financial system, Access. We will not be using the services of Mr D Moffatt going forward and our Budget Report will come from the Trust which is very clear and easy to read and understand, it will give Governors a better oversight of what is going on with the Budget. This time next year we will all feel better informed.

**1.14 Health & Safety**

It was agreed this needs to be a standing item on the Agenda. Our Health & Safety and General Purposes Committee are keen to stay as a Committee and it will be at this point on the Agenda that they will make their report.

### 1.15 **Safeguarding**

It was agreed this needs to be a standing item of the Agenda. Mrs A Bewsher reported she had attended a meeting with Mr C Steele (Fairfield Deputy Safeguarding Lead) and Mr J Gale (Fairfield Designated Safeguarding Lead) which was really positive. Fairfield have developed their own Safeguarding Audit which is quite comprehensive and this is rated red, amber and green. The results are then fed back at the Trust meeting.

We are to develop our own – we do safeguarding well but will now be doing it better!  
There were no questions.

**A: Mrs A Bewsher and Mrs G Hannah**

### 1.16 **Policies: Child Protection/Whole School Behaviour/SEND/Whistleblowing/Online Safety**

These Policies were distributed prior to the meeting and Mrs G Wells reminded all Governors they need an oversight of these, especially the updates. It is important to know that they are there to go to. All the Policies were agreed.

A discussion followed relating to the Child Protection Policy. Mrs G Hannah informed the meeting the Police had received a NSPCC Leaflet which is very precise and easy to read. She will forward this to Mrs A Bewsher who will circulate it to all staff and Governors. Mrs G Hannah also informed the meeting the Police are always available to talk to the children if needed.

Mrs A Bewsher reported there was a little bit of worry with young children playing out at night without adult supervision.

**Q: Are teaching assemblies available for the children?**

**R: If things become a problem, we will do this and involve teachers and parents. Nurture Group will also work with the children.**

We are going to hold an Online Safety Day with the children and offer it to parents too. We will have visitors in on this day to also talk to the children.

At this point in the meeting, it was decided to return to Item 1.7

### 1.7 **SIP – Strategic Intentions and Responsible Governors**

Mrs G Wells reported to the meeting she was in school and talking to a member of staff who didn't know who our Governors were! She would like to see more Governors coming into school.

Mrs A Bewsher reported the SIP has been split into areas Governors can look at. In previous years the SIP was written in the summer term and was basically an Action Plan. There are 4 sections included and the main focuses are always there. Mrs A Bewsher delegates to the staff and they meet up and address the focuses together. If it is decided to move to Responsible Governors instead of Committees, this will involve the Governors more and make Mrs A Bewsher more accountable. We would cover different strands together by channeling different areas to different Governors. We will need Governors to volunteer to oversee a specific area, maybe an hour every 6 weeks? A discussion followed and it was noted that one of the main barriers to this was working full time for some of the Governors. This can be got around by maybe meeting with the headteacher/teacher after school and maybe at a couple of points in the year, getting in to see the children? There are also remote options too. It would be worthwhile talking to the Responsible Governors at Fairfield Primary School to see how they do it.

Following a meeting Mrs G Wells and Mrs A Bewsher had thought of 7 themes. These were displayed on the screen and Governors were asked if anybody had a specific interest.

At this point in the meeting, Mrs K Woodcock arrived. Mrs G Wells will talk to Mrs K Woodcock about the rest of the Agenda in the next couple of days.

Following a further discussion, the following was agreed:

Mrs G Wells	Leadership & Management
Mrs A Jefferson	SEND and Wellbeing
Dr C Bateman	Curriculum – Arts
Mrs K Woodcock	Curriculum – Science and Personal Development
Mrs G Hannah	Wider Curriculum

Curriculum – English and Behaviour will be discussed with Governors not present.

#### 1.17 Any Other Business

- ❖ **Level 1 Safeguarding** – this training is still on National College and all Governors need to complete this. A reminder will be sent to those who have not completed it yet.  
**A: Mrs S Bryden**
- ❖ **Resignation** – Mr P French who is a Member has notified Mrs A Bewsher that he no longer wishes to return as a Governor. Mr P French was very complimentary of the school but his views are staunch Local Authority. Sincere thanks for his time and commitment were expressed and it was noted he has left on a very positive note, he will be a real loss to the Governing Body. A card will be sent and this will be passed on.  
**A: Mrs G Wells**  
Dr C Bateman notified the meeting she was very happy to return as a Governor from a Member.
- ❖ **OOSC** – we received ‘the’ call from Ofsted on Monday and were inspected on Tuesday. In the absence of Mrs A Bewsher, Mrs A Cockton took the call and Mrs A Bewsher wanted it noted that she was very proud of Mrs A Cockton who has struggled with confidence in the past. The grades have now changed to:  
Met all criteria  
Not met all criteria  
We are not allowed to share the result at this present time but we are very happy! Thanks were expressed to everyone involved, it had been a very intense 24 hours!
- ❖ **Next meeting** – this will be held on Wednesday 16 November 2022 in school at 18:00.

**Meeting closed @ 19:55.**